

*Phase II:
Setting Up & Using the
Image Star
PSN*



October 2011 Rev.

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Setting Up the Image Star PSN


If you have previously completed the steps in the handout *Phase 1: Setting Up PSN* for any vendor, you are ready to set the Image Star specific parameters. If you have any questions about PSN installation, email them to ddmssupport@ecisolutions.com.

Setting parameters to communicate with Image Star involves:

- 1 Setting up your Vendor database.
- 2 Setting up your P/O communication parameters.

Note: Do not perform the steps listed here until you have executed the steps listed in the handout *Phase I: Setting Up PSN*. It is available at www.ddms.com/support/doc/psn.htm.

Setting Up Your Vendor Database

- 1 Set up Image Star as a vendor. If you already have an Image Star vendor, retrieve it and go to **Step 1.4**.
 - 1.1 In the Vendor Master tab, click .
 - 1.2 Click the Vendor # box and enter an account number for Image Star.
 - 1.3 Click the Name box and type **Image Star**
 - 1.4 Click the Comm box's down arrow and select EDI as the communication type, as shown in Figure 1.

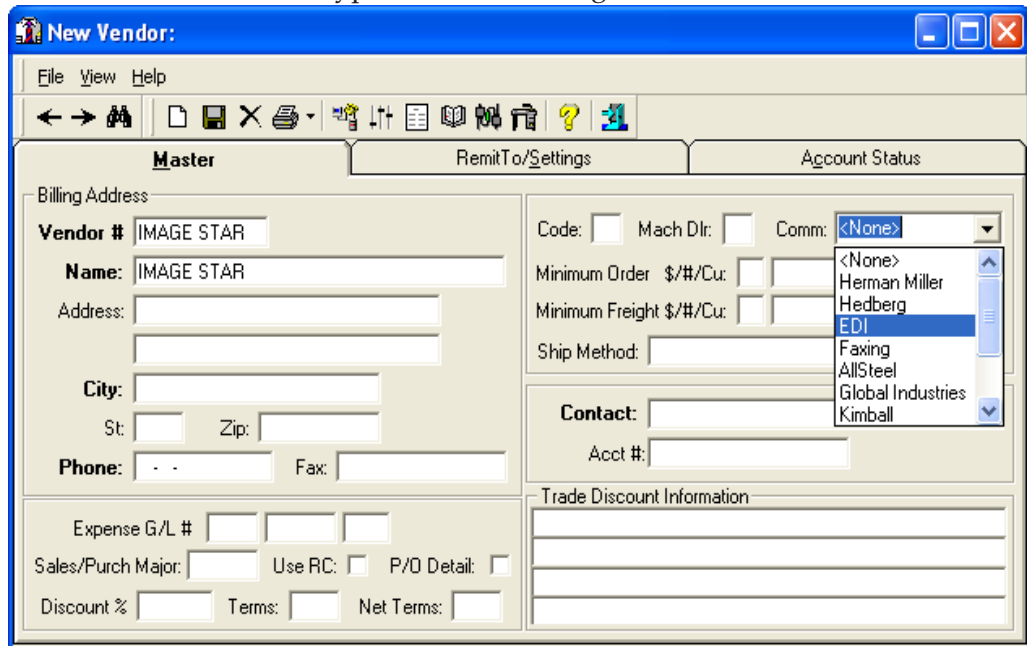


Figure 1: The Vendor Master Tab

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1.5 Click .

Note: You can set up multiple vendors. If you do so, you must also set up parameters for each vendor.

2 Set PSN parameters.

2.1 In the Vendor Master tab, click .

2.2 The Supply Options dialog box opens, as shown in Figure 2. In the Location box, enter a G/L location, or accept the default of 1. The supply options need to be set for each vendor that you are using.

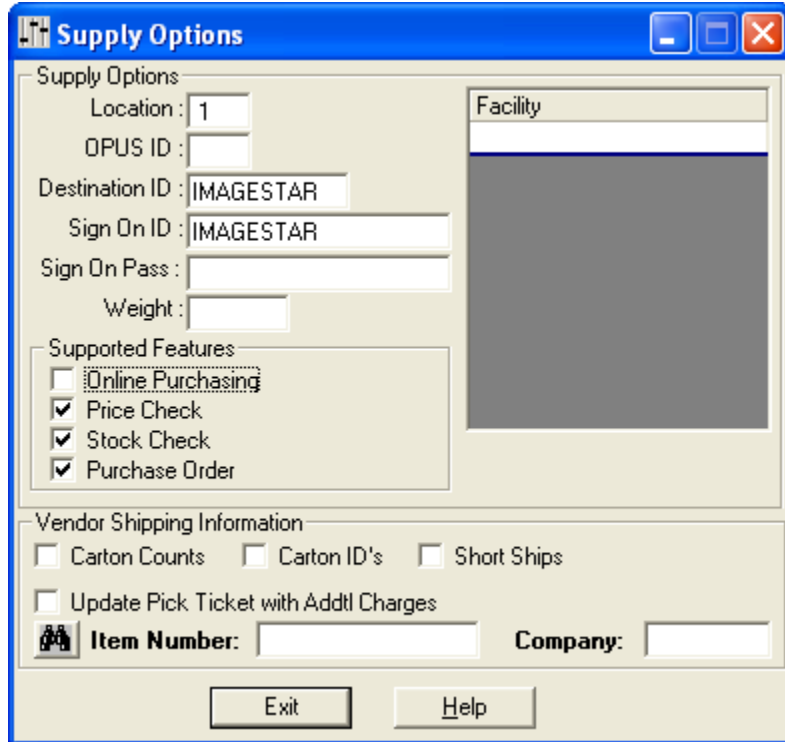
2.3 In the Destination ID box, enter **IMAGESTAR**

2.4 In the Sign On ID box, enter your sign on ID number, assigned by Image Star.

Note: If Image Star assigns you a Sign On ID that exceeds the 20-character limit for this field, email itrequest@imagestar.com to request an alias. Image Star will then assign a new Sign On ID under 20 characters and a cross-reference email address where the confirmations will be sent.

2.5 In the Sign On Pass box, enter your sign on password, assigned by Image Star.

Figure 2: The Vendor Supply Options Dialog Box



Supply Options

Supply Options

Location : 1

OPUS ID :

Destination ID : IMAGESTAR

Sign On ID : IMAGESTAR

Sign On Pass :

Weight :

Facility

Supported Features

Online Purchasing

Price Check


Stock Check

Purchase Order


Vendor Shipping Information

Carton Counts Carton ID's Short Ships

Update Pick Ticket with Addtl Charges

 Item Number: Company:

Exit Help

- 2.6 In the Supported Features list, click Stock or Price Check.
 - 2.7 In the Supported Features list, click Purchase Order.
 - 2.8 When you finish, click Exit.
- 3 Click .

Setting Communication Parameters

To set up communication parameters in DDMS:


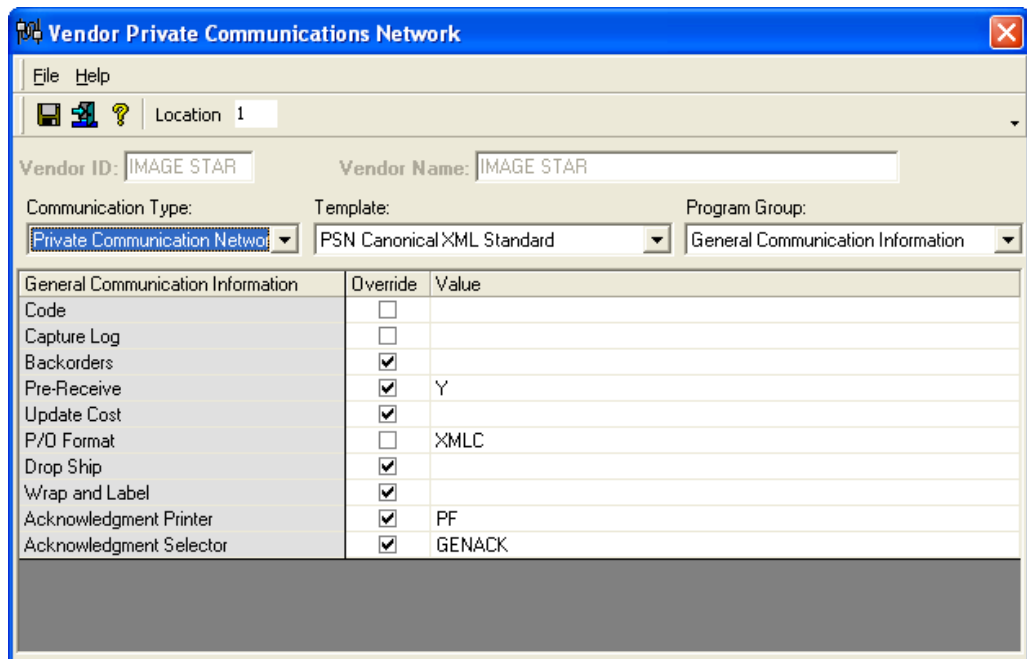
- 1 Set up the Vendor Private Communications Network window.
 - 1.1 In the Vendor window, open the Vendor Private Communications Network window. To do so, click View and select PCN; double-click ; or press Ctrl + U.
 - 1.2 From the Communication Type drop down list, select Private Communication Network.
 - 1.3 From the Template drop down list, select PSN Canonical XML Standard.
- 2 Set the general communications parameters in the Vendor Private Communications Network window.
 - 2.1 From the Program Group drop down list, click General Communication Information.

Figure 3: The Vendor Private Communications Network Window




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The available parameters are listed in the General Communication Information column. You can set the capture log, update cost, drop ship, P/O format, and acknowledgment selector.

Add a default value by entering it in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

You can set these parameters as you choose, with the following exceptions:

- 2.2 In the Pre-Receive Value box, type **Y**
 - 2.3 In the P/O Format Value box, type **XMLC**
 - 2.4 In the Acknowledgment Printer Value box, enter the printer on which to print the acknowledgment.
 - 2.5 In the Acknowledgement Selector Value box, type **GENACK**
 - 2.6 To create a log file for transmissions type **Y** in the Capture Log Value box. This step is optional.
 - 2.7 To update the P/O cost, type **Y** in the Update Cost Value box. This step is optional.
 - 2.8 To set the shipping method to default to drop ship, type **Y** in the Drop Ship Value box. This step is optional.
 - 2.9 When finished, click .
- 3 Set the shipping address parameters in the Vendor Private Communications Network window.


- 3.1 From the Program Group drop down list, click Shipto Address.

The available parameters are listed in the Shipto Address column. See Figure 4. Add a default by entering the default information in the Value column. For example, enter the business name in the Name Value box to add a default business name. Check the corresponding Override box to allow this information to be changed at the time of communication.

You can set these parameters as you choose, with the following exceptions:

- 3.2 In the Shipto Contact Source Value box, type **E** to pull from the end line special, **W** to pull from the who called special, or **A** to pull from the attention special. A shipto contact is not sent if this box is left blank.

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- 3.3 In the Purchase Order Number Source box, type **P** to pull the end user's short P/O number or **L** to pull the end user's long P/O number. If the selected value is not available, the other P/O number is used. A customer purchase order number is not sent if this box is left blank.
- 3.4 When you finish, click .

Note: If the Shipto Address boxes are left blank, the address is pulled from the (LØ) Global Master Parameters screen.

- 4 Set the billing address parameters in the Vendor Private Communications Network window.

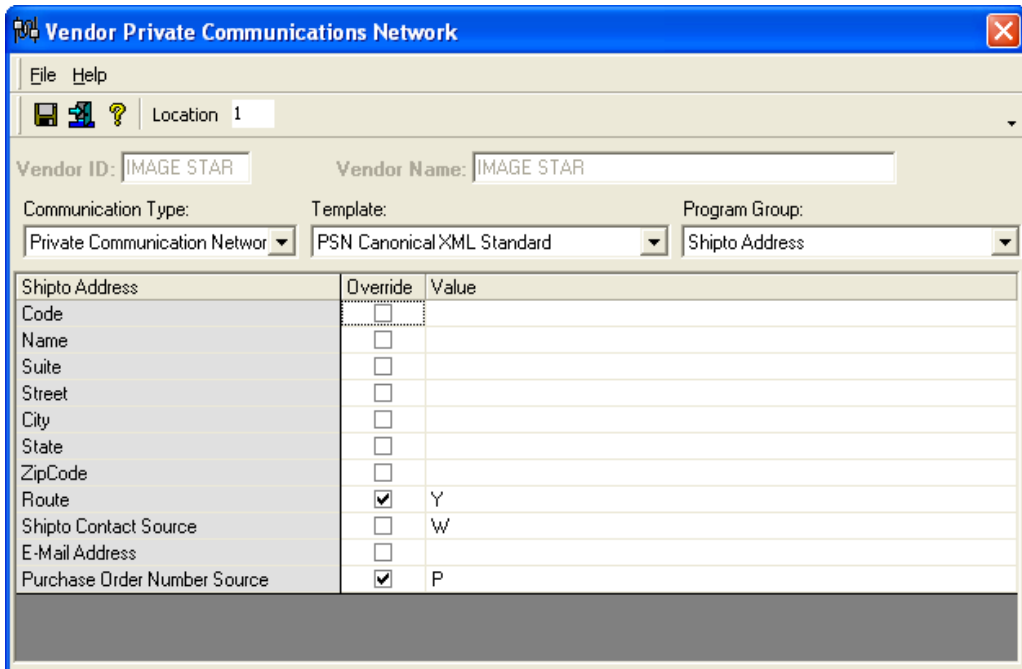
- 4.1 From the Program Group drop down list, click Billto Address.

The available parameters are listed in the Billto Address column. Add a default by entering the default information in the Value column. Check the corresponding Override box to allow this information to be changed at the time of communication.

You can set these parameters as you choose, with the following exceptions:

- 4.2 In the Email box, enter a default email address to use when communicating with Image Star.


Figure 4:
Setting Vendor
PCN Shipto
Address
Parameters



The screenshot shows the 'Vendor Private Communications Network' window. The 'Vendor ID' and 'Vendor Name' are both set to 'IMAGE STAR'. The 'Communication Type' is 'Private Communication Network', the 'Template' is 'PSN Canonical XML Standard', and the 'Program Group' is 'Shipto Address'. Below this is a table with columns for 'Shipto Address', 'Override', and 'Value'.

Shipto Address	Override	Value
Code	<input type="checkbox"/>	
Name	<input type="checkbox"/>	
Suite	<input type="checkbox"/>	
Street	<input type="checkbox"/>	
City	<input type="checkbox"/>	
State	<input type="checkbox"/>	
ZipCode	<input type="checkbox"/>	
Route	<input checked="" type="checkbox"/>	Y
Shipto Contact Source	<input type="checkbox"/>	W
E-Mail Address	<input type="checkbox"/>	
Purchase Order Number Source	<input checked="" type="checkbox"/>	P

Note: If the Billto Address boxes are left blank, the address is pulled from the (LØ) screen.

4.3 When you finish, click .

Note: The Code box is not valid for Image Star.

Using PSN

After building a P/O, you can transmit it online to Image Star.

- 1 In the (SR) Purchase Order Reports screen, type **B** in the Request field. See Figure 5.
- 2 Tab to the Who field and type **N** to select IMAGE STAR.
- 3 In the P/O Numbers field, enter the number of the P/O to send. To send more than one P/O, enter the number of the first P/O in the P/O Numbers field. Enter the number of the last P/O in the To field.
- 4 Press Enter until the Are You Sure prompt appears. Type **Y**
- 5 Now you can change shipping information or complete the transmission using the (CX) screen.

Overriding Parameters During Communication

Before completing transmission of the purchase order, you can change the values you entered when setting up communication parameters, if you checked the corresponding Override box.

Figure 5:
Transmitting
P/Os Online

```

15:12:27          (SR) Purchase Order Reports  rev. (06/05/08)          04/06/09
=====
A. Print P/O's.   P/O Form Format Y/R/B/S ?.   Past Due Y/N ?.   Outstanding Y/N ?.

B. Transmit P/O To Vendor          Send Special Codes ?   DMI          TPA
C. Receive P/O Transmission From Vendor.   TECHDATA     XSTAMPER
D. Print P/O Receipts From Vendor.   Delete File Y/N ?   ISG          LAGASSE
F. Talk To Wholesaler.              Who ?           ARLINGTON    EDUCATORS
I. Receive Electronic Invoice.       Regional Wholesaler ?   AOPD        OFFICE MAX
                                       IMAGE STAR    AVERY

E. Backorder Reports.              Short Buy Report Y/N ?
   Keep Short Buy File for P/O's ?.   Print All ?.
M. Debit Memo Report.
P. Purge Purchase Orders.
   From File [PO-MASTER ] Vol. [W1 ]
   To File [JOUR-PO ] Vol. [W1 ]
   Up to Receive Date  ../../..

R. Inquire or Report on Archive   Reindex Y/N ?.
S. Compare Vendor Purchases with Daisytek

P/O Numbers #..... To #.....
Vendor Nbr #..... To #.....
Request [B] Location ? 1 Printer ?P1 COMPANY ? Totals Only ?N Y/N
    
```

Note: It is not necessary to change any parameters at communication time.

Once you've completed the (SR) screen, the (CX) screen opens. To change the parameters:

- 1 The Parameter Group options appear, as shown in Figure 6. Note the Parameter Group field is blank. At the Enter Number For Selection prompt, type **Ø** to select the General Communication Information parameter group.
- 2 The General Communication Information parameter group displays. At the Enter Number For Selection prompt, enter the appropriate number that corresponds to the Drop Ship line. This number may differ, depending on the boxes you checked in the Vendor Private Communications Network window.
- 3 In the 1-20 field, type **Y** to drop ship the order and pull shipping information from the end user's ticket. Type **N** to use the default shipto information.
- 4 Tab to the Override field. Type **Y**, then press Enter.
- 5 At the Enter Number For Selection prompt, type **C** to complete the transmission.

The P/O is transmitted to Image Star.

Figure 6:
Selecting the
General
Communication
Parameter
Group

```

14:22:27 Vendor Private Communication Network Rev. (02/07/03) 10/27/03
=====
ACTION [ ] A=Add, C=Change, I=Inquire Location [ 1]
=====
Vendor# _____ Code :_ G/L # ___-__
Comm. Type Template Parameter Group
[PCN ] [PCN ] [ ]
Parameter
[ _____ ] 1-20 [ _____ ]
Override [ ] 21-40 [ _____ ]
41-60 [ _____ ]
0 [General Communication Information ] 61-80 [ _____ ]
1 [Account Information ]
2 [Shipto Address ]
3 [Billto Address ]
=====
Enter Number for Selection "C" - Complete, "A" - Abort [Ø]
    
```